

Example Resource Information Forms

Overview

This section provides examples of the types of information that are typically communicated between Utility Coordinators and DSCs. These are samples only, and Utility Coordinators and DSCs may decide to provide more or less information than what is provided here, via a variety of means (e.g., spreadsheet, email, phone).

This information may also be shared at different times chronologically to ensure information requirements do not unnecessarily delay deployments and also to ensure that information required for billing and reimbursement is not overlooked during the process.

These are the example forms included:

- **Response Requirements Form (By Requesting Utility Coordinator)**
 - **With an alternate option completed in two parts chronologically**
- **Response Requirements & Status Summary Form (By Requesting DSC)**
- **Resources Available & Status Summary Form (By Responding DSC)**

Example A1: Response Requirements Form

The Requesting Utility Coordinator is responsible for compiling accurate resource needs and coordinating with their DSC and other utilities. The following page provides an example of the type of information that the Requesting Utility Coordinator should collect and maintain. Accurate and continually updated response status and resource requirement information is essential for DSCs and the National Coordinator to be able to coordinate mutual aid across a region and the nation, both with public power members and with federal and industry partners.

Example A2: Two-Part Response Requirements Form

Note: Items in red are completed at a later time.

Example A1

Response Requirements Form

Completed by Requesting Utility Coordinator

Date / Time (Time Zone):

Requesting Utility Coordinator Name:

Requesting Utility Coordinator Organization:

System Conditions

of Customers without Power:

% of Customers without Power:

Special Conditions: (e.g., union, equipment height limitations, weather, road hazards)

Crews, Equipment, and Other Resources Needed

Group	Type	Total # of Crews	Total # of People	Estimated Time to Release	Notes
Distribution	3-person crew	2	6	6	
Transmission					
Substation					
Service Line					
Tree					
Fuel					
Debris Removal					
Water					
Other Resources					
Specialized Personnel Resources	Incident Management Team Finance Specialist				
Specialized Equipment	Backyard Equipment				

Example A2

Responding Utility Name	Address				
Home Office Contact Person(s)	Title	Office #	Cell #	Fax #	email
(Name)					
Accounting/Financial Contact(s)	Title	Office #	Cell #	Fax #	email
(Name)					
Traveling Foreman/Superintendent	Title	Office #	Cell #	Fax #	email
(Name)					

Destination	
Deployment Date	
Deployment Time	

Crew General Information	Number
Total number of people traveling	
Crew Size (# people per crew)	
# of Line Crews	
# of Service Crews	
# of Tree Crews	

Administrative Overhead Rate	
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Equipment	Number
# Line Trucks	
# Service Trucks	
# Digger Derricks	
# Tree Trimming	
# Pickup Trucks	
Other	
Other	

Example B: Response Requirements and Status Summary

The requesting DSC is responsible for compiling accurate resource needs and coordinating with the responding DSC. The following page provides an example of the type of information that the requesting DSC should collect and maintain. DSCs should be prepared to share this information on the National Mutual Aid Calls and/or via the Mutual Aid Resource Allocation Tool (see *Attachment H: Mutual Aid Resource Allocation Tool* for more information).

Example B

Response Requirements and Status Summary Form

Completed by Requesting DSC

Date / Time (Time Zone):		Network Conditions	
Requesting DSC Name:		# of Customers without Power:	
Requesting DSC Organization:		% of Customers without Power:	

Requesting Utility Coordinator Name:		System Conditions	
Requesting Utility Coordinator Organization:		# of Customers without Power:	
		% of Customers without Power:	

Requesting Utility Crews, Equipment, and Other Resources Needed				Resource Status		
Group	# of Crews	Estimated Time to Release	Notes	Deployment Status	Responding Utility Coordinator Name	Responding Utility Coordinator Organization
Distribution			<i>4-person crews</i>	<i>En Route</i> <i>In Service</i> <i>Released</i>		
Transmission Substation						
Service Line						
Tree						
Fuel						
Debris Removal						
Water						
Other Resources						
Specialized Personnel Resources			<i>Incident Management Team</i> <i>Finance Specialist</i>			
Specialized Equipment			<i>Backyard Equipment</i>			

Example C: Resources Available and Status Summary

The responding DSC is responsible for coordinating with and providing accurate resource counts to the requesting DSC. The following page provides an example of the type of information that the responding DSC should collect and maintain. DSCs should be prepared to share this information on the National Mutual Aid Calls and/or via the Mutual Aid Resource Allocation Tool (see *Attachment H: Mutual Aid Resource Allocation Tool* for more information).

Example C

Resources Available and Status Summary Form

Completed by Responding DSC

Date / Time (Time Zone):		Responding Utility Coordinator Name:					
Responding DSC Name:		Responding Utility Coordinator Organization:					
Responding DSC Organization:		Total Number of Individuals Deployed:					
Requesting Utility Crews, Equipment, and Other Resources Available				Resource Status			
Group	# of Crews	Maximum Deployment Time	Notes	Deployment Status	Estimated Time to Release	Responding Utility Coordinator Name	Responding Utility Coordinator Organization
Distribution			<i>3-person crews</i>				
Transmission							
Substation							
Service Line							
Tree							
Fuel							
Debris Removal							
Water							
Other Resources							
Specialized Personnel Resources	<i>Incident Management Team Finance Specialist</i>						
Specialized Equipment	<i>Backyard Equipment</i>						